

BUILDING PERMIT WITH SITE PLAN AND ARCHITECTURAL REVIEW EXPRESS REVIEW

The Building Permit with Site Plan and Architectural Review is responsible for processing all new commercial, industrial and multi-family projects including additions, exterior modifications and site improvements. The Building Permit with Site Plan and Architectural Review also reviews and issues the permits for new single-family developments when processed as planned districts, planned unit developments or when located in the hill area.

What is a Building Permit with Site Plan and Architectural Review Express Review?

The Express Review provides processing for certain types of projects which are normally required to go through a Building Permit with Site Plan and Architectural Review Minor Review process for review and approval. The Express Review results in a one-day review cycle. This process is for applicants, which meet the criteria listed below.

Which projects qualify for Building Permit with Site Plan and Architectural Review Express Review?

Prior to filing for a Building Permit with Site Plan and Architectural Review Express Review, it is important to discuss the project with the Development services staff to determine if your project qualifies for the Express Review. The following types of projects may be processed through the Express Review.

- 1. Exterior modifications for industrial and commercial buildings which are minor in nature such as a series of new windows or doors.**
- 2. Enclosures not related to hazardous materials such as mechanical, trash, pool, and roof mounted equipment.**
- 3. Ramps.**
- 4. Gates.**
- 5. Awnings and Canopies.**
- 6. Satellite Dishes.**
- 7. Sound Walls.**
- 8. Retaining Walls.**

Please Note: If your project requires civil drawings, involves hazardous materials or requires site improvements such as grading, the project will require submittal through the Building Permit with Site Plan and Architectural Review Minor Review process.

What will be required to process a Building Permit with Site Plan and Architectural Review Express Review?

After initially discussing your project with the Development Services staff to determine if the project qualifies for an Express Review, staff will check those items listed below which are to be submitted for the review.

Please carefully review the list of required material and bring them with you upon project submittal.

- ☐ 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

- ☐ 2. Accurately dimensioned site plan showing:

a. Property lines.

b. Location, configuration and setbacks of all existing buildings and intended uses for buildings and site.

c. Parking, vehicular circulation areas and driveways.

d. Pedestrian ways and recreation areas.

e. Fencing.

f. Easements on the property

g. Adjacent street rights-of-way.

- ☐ Complete working drawings (drawn to scale), including floor plans, exterior building elevations, building sections, framing plans, structural and architectural details.

- ☐ Landscape plans denoting size, spacing, and botanical designation of all proposed landscape material (including street trees); design details for such landscape features as walls or fences, lighting and bollards; and complete irrigation system details.

- ☐ Finish color and materials for all modified architectural elements must be identified must be identified on the elevations and be compatible with the existing building.

Required sets of plans.

- (1) Three sets of full-sized plans (rolled). Full sized plans should be no larger than 30" x 42".
- (2) Two sets of the following checked items (wet signed by the professional who prepared the material):
 - ☐ Lateral and vertical force calculations
 - ☐ Specifications
 - ☐ Energy calculations on State Forms for residential and/or non-residential buildings

What is the cost of a Building Permit with Site Plan and Architectural Review Express Review?
What other fees might be associated with my project?

- 1. A \$200 deposit fee is payable at the time of application submittal.*
- 2. All standard building permit application fees for a project of your scope.*
- 3. Development Impact Fees for Commercial and Industrial Buildings*

Development impact fees may be assessed if your project involves new construction with additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of development impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection fees.

How can I get additional information?

For further information on any part of the Building Permit with Site Plan and Architectural Review Express Review process, please call (510) 494-4480 or (510) 494-4487. If you would like to make an appointment to submit a project, please call (510) 494-4443.

Information sheet furnished by: _____ **Phone:** (510) 494-_____

Proposal: _____

_____ **Date:** _____